

Coordinator: Vision & Hearing

GENERAL SUMMARY

Primary function of the job is to coordinate and lead the vision & hearing program within the Health Department. Employees in this job have no formal supervisory role, however, may train, guide, or lead employees in the designated work unit. Employees work as part of a team and are responsible for ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. This position may require travel by the employee in the employee's own vehicle.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Coordinates the vision and hearing program, including scheduling vision and hearing screenings throughout the year for preschool and school-ages children.
- Maintains vision and hearing equipment and the yearly calibration of audiometers.
- Performs all the duties of the Vision/Hearing Technician.
- Creates and maintains positive relationships with school personnel and administration and area private providers.
- Demonstrates appropriate communication skills in addressing co-workers, community members and partners, and clients.
- Demonstrates knowledge of community resources and makes referrals to community agencies.
- Collaborates with community agencies to ensure coordination of care.
- Prepares, updates, and maintains a variety of records to ensure accuracy and completeness.
- Complies with privacy and security laws (HIPAA), Federal, State, and Agency policies, and procedures
- Demonstrates basic computer skills and willingness to adapt to new software programs as indicated.
- Demonstrates dependable and reliable attendance patterns.
- Participates in Community Health Outreach activities and events.
- All other duties as assigned or delegated.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- High School Diploma or G.E.D. supplemented by some college course work or additional technical or para- professional training or education (e.g., Medical Technician, Laboratory Technician, LPN)
- Two to four years of experience in health care setting, with direct client contact preferred

CERTIFICATIONS, LICENSES (minimum requirements)

- Michigan Department of Community Health Vision and Hearing Certification
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum qualification - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves gathering and analyzing information to determine the best course of action, based on general guidelines or rules of operations requiring the use of judgment to choose alternatives, many of which may be correct, but one is better than another depending on the situation. Errors at this level could cause serious, long- term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction and could impact others outside of a department and may require the intervention of an agency head to resolve.

In comparison to the Vision & Hearing Technician has more responsibilities and more years experience.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position occasionally works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to infectious diseases, criminal suspects or prison inmates.
- May occasionally be required to lift/move up to 50 pounds.

ORGANIZATIONAL KEY COMPETENCIES

All Grand Traverse County Health Department employees are expected to provide professional preventative health services in a compassionate, efficient, progressive, comprehensive, and holistic manner. Additionally, all Grand Traverse County employees are expected to demonstrate a commitment to the following values:

- Serve with Integrity
- Be Innovative
- Be Accountable

- Engage the Team
- Provide Service
- Be Transparent

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COMPETENCIES

Position Specific Key Competencies for Public Health Professionals, also known as Core Competencies, are a consensus set of skills for the broad practice of public health, as defined by the 10 Essential Public Health Services:

Analytical/Assessment Skills

- Describes factors affecting the health of the community
- Explains how community health assessments use information about health status, factors influencing health, assets, and resources
- Use quantitative and qualitative data and identifies gaps
- Describes assets and resources that can be used for improving the health of the community
- Describes how evidence (e.g., data, findings reported in peer-reviewed literature, evidenced based practices) is used in decision making
- Make evidenced-based decisions using data and other information
- Apply ethical principles on the use of data and information
- Advocate for the use of evidence
- Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- Policy Development/Program Planning Skills
- Contributes to community health improvement planning
- Contributes to implementation of organizational strategic plan
- Contributes to the development of program goals and objectives
- Identifies current trends affecting the health of the community
- Implements policies, programs and services
- Explains the importance of evaluations for improving policies, programs, and services
- Communication Skills
- Identifies the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information; social media literacy)
- Communicates in writing and orally with linguistic and cultural proficiency
- Solicits input from individuals and organizations for improving the health of a community
- Conveys data and information to professionals and the public using a variety of approaches
- Communicates information to influence behavior and improve health
- Describes the roles of governmental public health, dieticians, health care, and other

partners in improving the health of a community Applies strategies for continuous quality improvement

- Cultural Competency Skills
- Describes the concept of diversity as it applies to individuals, populations, and the community served
- Recognizes and addresses the diversity in individuals and populations when developing, implementing, and evaluating policies, programs, and services that affect the health of the community
- Describes the effects of policies, programs, and services on different populations in the community
- Community Dimensions of Practice Skills
- Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community
- Recognizes, suggests, and supports relationships that affect and are needed to support health in the community
- Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- Uses assets and resources to improve health in a community
- Informs the public about policies, programs, and resources that improve health in a community
- May collaborate in community-based participatory research
- Public Health Sciences Skills
- Be able to describe prominent events in public health history
- Retrieves evidence from multiple sources to support decision making
- Recognizes limitations of evidence (e.g., validity, reliability, sample size, bias, generalizability)
- Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services
- Financial Planning and Management Skills
- Describes function and authorization of government in vision and hearing program
- Describes public health funding mechanisms
- Adheres to organizational policies and procedures
- Describes how teams achieve program performance standards and measures
- Motivates colleagues for the purpose of achieving program and organization goals
- Uses evaluation results to improve program and organizational performance

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice into all interactions
- Describes public health as part of a larger inter-related system of organizations working together or individually to impact the health of populations at local, national, and global levels
- Contributes in developing a vision for a healthy community (e.g. emphasis on prevention, health equity for all, excellence, and innovation)
- Advocates for the role of public health in population health
- Participates in professional development opportunities
- Describes ways to improve individual and program performance